



## *State of Louisiana*

BOBBY JINDAL  
GOVERNOR

**GOVERNOR'S OFFICE OF HOMELAND SECURITY  
AND  
EMERGENCY PREPAREDNESS**

MARK A. COOPER  
DIRECTOR

### **POSITION ANNOUNCEMENT**

**Closing date: October 20, 2008, COB**

**Title: HR Analyst, Joint Field Office**

**Section: Human Resources**

**Status: Unclassified long-term, temporary State Employee**

**Primary Responsibilities:** This Analyst position administers various HR management programs. These programs are: payroll, staffing, benefits, and performance planning/review administration. Primary responsibilities for payroll administration include: advise employees on all questions regarding payroll; electronic payroll data entry; payroll audit, liaison to Section's Time Keepers including training; maintain payroll files; provide payroll reports to Departments, Sections, Agency Management; agency liaison to OSUP. Primary responsibilities for staffing administration include hiring to include job offers, pre-employment testing, prepare and data entry of Personnel Action Forms; out-processing to include process resignation to include exit interview. Primary responsibilities for benefits administration include: advise employees on retirement questions; liaison to LASERS and other public retirement systems; process all necessary retirement related paperwork; advise employees on and administer programs such as Deferred Compensation, Medical Flexible Savings Accounts, Workman's Compensation, Family Medical Leave Act (FMLA), miscellaneous Leave programs (Military, Jury, Bereavement, etc), and Life Insurance. Participate in new employee orientation to cover administered programs.

**Minimum Requirements:** Associate Degree in Business/Office Management or related area highly preferred. Experience in MS Office a must. A working knowledge of the State ISIS HR system is highly preferred, experience in other HRIS/payroll systems may substitute. Payroll/Time Administration experience a must.

**Additional Comments:** Must possess outstanding verbal and written communication and customer service skills. Must maintain a high degree of professionalism and confidentiality at all times. Valid DL needed; must be able to work 12 hr shifts and beyond for extended periods during emergencies. Starting salary range: \$28,000 - \$35,000

**Submit an application packet containing the following four (4) items:**

**1. Letter of application; 2. Application, SF 10 Form (link on our website); 3. Professional resume incl. references; 4. Transcripts, professional licenses:**

**GOHSEP**

**- Application Section - Re: HR Analyst**

**7667 Independence Blvd.**

**Baton Rouge, LA 70806**

**Fax: (225) 922 – 2666**

**ONLY COMPLETE APPLICATION PACKETS WILL BE ACCEPTED**